

Highlands Board of Directors Monthly Meeting Minutes
November 08, at 6:30 PM Zoom Conference Call
Approved Minutes

1. Call to order – (Claudia): 6:30 pm

- a. Board Members Present (quorum): Claudia, Wayne, Paula, Melanie
- b. Units present: 105, 127, Maria, Elizabeth, Cheryl (sp?) (possibly others, but the meeting recording didn't include the chat log so it was impossible to tell if anyone else was on the call)
- c. Proof of Notice of Meeting or Waiver of Notice
- d. Fill vacant board position
 - i. Applicant not present, postponed
- e. Upcoming 2024 election of board members
 - i. Paula resigned from the board and as treasurer, this is her last meeting as a board member
 - ii. **Please consider serving on the board! There are 3 people doing the work of 5, and only 2 of them can vote. This is not sustainable for the Association's long term success and it puts us at risk of losing our self-governance model.**

2. Approval of October 11 minutes

- a. Motion to approve by Paula, seconded by Wayne- **Approved unanimously**

3. Officer, Property Manager, and Committee Reports:

- a. Finance/Treasurer & Financial Committee updates
 - i. October financials report (**Claudia**)
 1. Reminder that account balances appear higher due to special assessment funds not yet transferred from current accounts
 2. The line for this year's insurance budget is over because of the unanticipated cost increase for our 2023 policy
 - ii. Special assessment collection status (**Claudia & Paula**)
 1. Almost 77% collected as of October 31st (\$374,069.42)
 2. It's expected that the remaining amount will now trickle in throughout the remainder of the collection period (September 2025)
 3. Wayne suggested moving some of these funds into a short term, high interest CD
 - a. A decision about this is postponed until we know more about the Woodcutter permits and project timeline
 - iii. Finance Committee updates: Proposed fee structure, insurance costs (**Claudia, Josiah, Susan**)
 1. The recommended monthly dues increase remains a minimum of 25%
 - a. **Nobody wants such an increase, especially right after an assessment, but it's the only way to finance projects that we absolutely need to keep our community safe**
 2. Insurance
 - a. Budgeting for another 30% rate increase, but we won't know for sure what the insurance company will do until next year
 - b. It's possible that proving we've corrected any wiring issues in every unit could reduce our future insurance costs
 - c. Susan continues to work with State Farm and a possible alternative company
 3. The wiring issue specifically is the outlets and how they are connected, not the aluminum wiring itself
 - a. Looking at examples from units that have already completed wiring repairs, the cost ranged from approximately \$1,100 to \$1,600, averaging about \$1,320, because the electrician has to check and possibly replace every outlet in the unit, or "pig tail" certain connections
 - b. Based on that, it could cost around \$170,000 for the HOA to pay for all 128 units (1,320 x 128). This would be an additional cost, on top of what's already been budgeted for in 2024.
- b. Capital Improvement Committee (**Wayne**)
 - i. No update
- c. Fundraising Committee update (**Melanie**)

- i. Mark will email the survey out to owners tomorrow
- d. Beautification Committee (**Claudia**)
 - i. Fall Highlands Day: November 18th - more details will be emailed to owners
- e. Property Manager (**Mark & Kirk**)
 - i. Winter weather policy and procedures (**Kirk**)
 - 1. Designate board members to monitor conditions during times when staff isn't onsite, for the purpose of calling them in to manage roads
 - 2. This will be discussed further in December's meeting
 - ii. Traction metal installation (**Kirk**)
 - 1. We've received mostly positive reviews from owners about this, so maintenance will continue doing the installs
 - iii. Laundry room door and spigot signage (**Kirk**)
 - 1. Doors need to remain shut, otherwise the wall heaters in the laundry room run constantly. This is expensive and a potential fire hazard.
 - 2. Please replace spigot covers after using the hoses to avoid damage from freezing. (Fixing this after it's happened means shutting off water to the entire building.)
 - iv. Need another new dryer (**Mark**)
 - 1. **Melanie motioned to purchase 2 new dryers for \$2,738 total. (correction from last month's motion of 1 dryer for \$1,800) Wayne seconded. Motion passed.**
 - v. Glen Hughey bid and projects (**Mark**)
 - 1. **Wayne motioned to accept the bid for \$20,600 for units 149-156, Paula seconded. Motion passed.**
 - vi. FHA packet for the renewal (**Mark**)
 - 1. They require an additional insurance policy that protects our funds, and background checks on all bank account signers.
 - 1. **Melanie motioned to continue with FHA and pay the extra \$1,000/year for the insurance, and do the background checks on signers. Paula seconded. Motion passed.**
 - vii. Woodcutter construction permit update (**Mark & board**)
 - 1. SS&W submitted the revisions on October 25th, and the city is asking for more information about load bearing calculations, handrails, and bolt sizes
 - 2. This information is expected to be submitted by Monday, Nov 13
 - viii. Policy for plants on deck and rails (**Wayne**)
 - 1. Common areas should be cleared; personal decks and hanging planters are okay
 - 2. We'll vote on an official policy in December

4. Unfinished business

- a. None

5. New business

- a. Signage about fireplaces (**Wayne**)
 - i. The policy remains the same that you must have a passing fireplace inspection within the last year, in order to use your fireplace
 - ii. Reminders about this will be posted

6. Community open forum (items not on agenda)

- a. None

7. Next board meetings:

- a. Monthly meeting: Wednesday, December 13, 2023 at 6:30pm (Zoom)

8. Meeting adjourned: 8:18